

**UNITED STATES PROBATION OFFICE  
District of Colorado**

**EMPLOYMENT OPPORTUNITY  
Announcement Number 2013-01-USPO**

**Position Title: CHIEF U.S. PROBATION OFFICER**

**Opening Date: May 24, 2013**

**Closing Date: July 5, 2013 (5:00 p.m.)**

**Expected Appointment Date: January 2, 2014**

**Grade: JSP 14-JSP 17**

**Starting Salary Range: \$103,771 - \$174,000  
(Pay Table 58 for Court Unit Executives)**

***Starting salary will be commensurate with qualifications and Judicial Salary Plan guidelines***

**Introduction**

The United States District Court for the District of Colorado located in Denver, Colorado is seeking a Chief U.S. Probation Officer.

The District of Colorado encompasses the entire State of Colorado. The position currently supervises a staff of 71 employees, including probation officers and support staff. There is one Type II Deputy Chief Probation Officer and seven Supervising Probation Officers. Headquarters is located in Denver, Colorado. The Denver office is comprised of two divisions: Investigation (bail and pre-sentence) and Supervision (pretrial and post-conviction). Field offices are located in Colorado Springs, Grand Junction, and Durango, Colorado. The Durango office serves the Southern Ute and Ute Mountain Ute Indian Reservations. IT and Human Resources services are provided by a shared administrative services unit which also provides services to the U.S. District Court and U.S. Bankruptcy Court. The Chief U.S. Probation Officer works in collaboration with the Chief Judge, the Clerk of the U.S. District Court, and the Clerk of the U.S. Bankruptcy Court.

**Organizational Relationships**

A Chief U.S. Probation Officer is selected and retained by the U.S. District Judges of the District of Colorado. The Chief U.S. Probation Officer is a high-level management position that is under the administrative direction of the Chief Judge of the District Court and is directly responsible for the administration of the probation office. The United States District Court for the District of Colorado is comprised of seven active district judges, six full-time magistrate judges, and two part-time magistrate judges who are located in Durango and Grand Junction.

### **Minimum Qualifications**

To qualify for a position of Chief U.S. Probation Officer JSP-14 through JSP-17, an applicant must have received a bachelor's degree from an accredited college or university and possess at least three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. The three years of specialized experience is mandatory and does not permit any substitutions. Five years of specialized experience is preferred.

### **Specialized Experience**

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or probation programs is required. Experience as a police officer, FBI agent, customs agent, marshal, or similar position does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

### **Preferred Qualifications**

Preference will be given to applicants with:

- A graduate degree in a closely related field received from an accredited university.
- Previous management/leadership experience, education, or training relevant to U.S. Probation Office operations with substantial knowledge of and experience in the operations and management of federal probation services, including probation and pretrial services policies and procedures.
- Substantial/high-level management experience in financial management, oversight of information technology and human resources functions, and experience in long and short-range planning.
- Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Excellent organizational leadership and management skills. Knowledge of federal judiciary policies and procedures. Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. Knowledge of evidence-based and re-entry initiatives which clearly link to current and future operations and activities.

### **Personal Qualifications**

The successful candidate will be a leader and motivator; will be highly organized; possess maturity, tact, good judgment, poise, and initiative; and maintain a professional appearance and demeanor at all times. The ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. The successful candidate will be flexible and conscientious about detail and accuracy and able to balance the demands of varying workload responsibilities and deadlines. The successful candidate will be able to demonstrate a commitment to the following agency mission statement: *We make the community safer by facilitating the administration of justice, providing opportunities for positive change while maintaining professional integrity, dignity, and respect for all.* The successful candidate will have respect for and the ability to

work within the hierarchical structure of the Court and the ability to work collegially with the other members of the management team.

### **Representative Duties**

- Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers, parolees, and persons on supervised release.
- Reviews, analyzes and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Administers a program of pretrial services within the district. Develops, implements, and maintains a system to monitor and evaluate bail activities; provides information to the court on results of bail decisions; prepares periodic reports to assist in the improvement of the bail process.
- Selects and recommends candidates to the court for appointment as probation officers; appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated. Provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Prepares operating budget and makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs.
- Maintains liaison with the chief judge or other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state and local law enforcement, correctional and social service agencies.
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- Develops and maintains a public relations program that explains probation, parole, and other correctional services to the community; assumes responsibility for communication with the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation officers or supervising probation officers. Performs related duties as required by the court.

### **Applicant Requirements and Conditions of Employment**

This position requires travel, occasionally by automobile over long distances and over mountain passes. If an office vehicle is not available, the incumbent is expected to use a personal vehicle and will be reimbursed for mileage.

The successful candidate must meet the medical requirements and the essential job functions derived from the medical guidelines of probation officers and officer assistants are available for public review at <http://www.uscourts.gov> (click on Probation and Pretrial Services/Officers and Officer Assistants/What Professional Standards Apply to Them/Officer and Officer Assistant medical Requirements). The incumbent will be subject to on-going random drug screening.

This is an executive position within the Judiciary. Employment is provisional pending the successful completion of a ten year, full field OPM background investigation and favorable suitability determination. Investigative updates are required every five years.

To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 with 20 years' federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits. If the incumbent is currently in a federal hazardous duty position, mandatory retirement requirements apply.

### **How to Apply**

Application materials should be provided as follows:

- A typewritten cover letter addressing how the applicant satisfies the qualifications, skills and management experience necessary for the position and describes applicant's management style.
- A completed Application for Judicial Branch Federal Employment form (AO 78) available at [www.cod.uscourts.gov](http://www.cod.uscourts.gov) under the Employment Opportunities link listed in the left margin.
- A comprehensive resume of education and employment, including dates of employment, functions managed, and the number and composition of personnel supervised;
- Two most recent performance evaluations
- Two letters of professional reference

**Submit completed application packet to:**

Sheila Tyler, Human Resources Specialist  
Human Resources Division - U.S. Courts for the District of Colorado  
Attn: 2013-01-USPO  
1929 Stout Street, Suite C102 Denver, Colorado 80294

Or via Fax to 303-335-2495 to the attention of Sheila Tyler  
or via email to [Sheila\\_Tyler@cod.uscourts.gov](mailto:Sheila_Tyler@cod.uscourts.gov)  
Please indicate 2013-01-USPO in subject line of fax or email

If emailing application packet, please submit application materials in a Word, WordPerfect, or Adobe .pdf format attachment ONLY. Application materials submitted from any File Hosting Service (Google Docs, DropBox, etc) will not be accepted.

**Information for Applicants**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit).

The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request and is also available at [www.cod.uscourts.gov](http://www.cod.uscourts.gov).

All applicants must be U.S. citizens or eligible to work in the United States. Proof of eligibility status will be required by reviewing one of the employment eligibility documents specified on Form I-9 (Employment Eligibility Verification).

If an application packet does not provide all requested information, consideration for the position will be compromised.

Applicants selected for interviews must travel at their own expense. Travel and relocation expenses will not be paid.

A benefits package based on authorized federal government standards is available. Please see [www.cod.uscourts.gov](http://www.cod.uscourts.gov) under the Employment Opportunities link in the left margin for an overview.

**The United States Probation Office for the District of Colorado is an Equal Employment Opportunity Employer.**